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Hilliker To Coordinate Substantive Information Systems

Grant G. Hilliker became Special Assistant for Substantive Information Systems in the Office of Under Secretary Nicholas deB. Katzenbach as of September 1.

Mr. Hilliker will coordinate the Department's development of an improved system for handling substantive information so that requirements are identified and all interested bureaus are related closely in the design, establishment and utilization of the system.

In addition to dealing with outside organizations, other Departments and Agencies, Mr. Hilliker will assure through the Senior Interdepartmental Group (SIG) appropriate interagency coordination on the development of information handling systems. He will advise and submit progress reports to senior Department officials as well as raise specific issues requiring resolution.

The Substantive Information Systems Staff (O/SNS) will continue to be located in the O Area. O/SNS, the Executive Secretariat (S/S), and the Bureau of Intelligence and Research (INR) will provide technical assistance and staff support to the new Special Assistant.

Under a new regulation, the cost of automobile parking fees, ferry fares, and bridge, road, and tunnel tolls may be allowed when an employee uses his personal car while on official business.

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DEPARTMENT OF STATE

Washington, D.C. 20520

September 26, 1968

Office of Security
Central Intelligence Agency

Dear

Concerning the identification of computer security problems for the Department of State, let it be said, other than our Commo computer program, the Department is relatively a newcomer to the use of computers. The writer has conducted a physical and procedural survey of our ADP Unit and finds that 95% of the operation is unclassified. The remaining 5% is a classified operation concerning "Vietnam", with a top classification of "Secret". When State ADP Unit has a classified run or operation, everything is cleared in the machine room and only a limited few, specifically cleared personnel, handle this operation.

Computer operation in the Department is so new, that the system at this time has presented little or no problems ie: storage, downgrading, transmission, etc., due to it's newness and small quantities of reels, cells and discs handled and stored. However, it is forween, that in the near future, as more and enlarged computer operations are put in and utilized, there will be an urgent need for an S.O.P., ie: Computer Security Standardization and regulations covering Governments participation in ADP operations.

State Department computer people advise they now see certain problems in the following areas:

1. Transportation of classified punch cards: package double wrapped?: Shipped as required by normal security regulations?

2. Carbons - What to do with carbons between the print-out sheets (From Printer)

3. File Keeping - As volume increases, (Tapes, reels & discs) causing a storage problem. Do we enlarge storage area or discard degause and reuse.

4. Agencies and Departments differences between degausing requirements. Agriculture holds to highest classification?
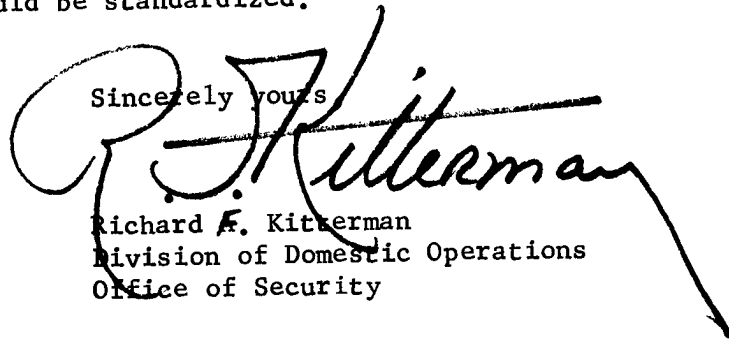
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5. External and internal labeling of tapes, reels, and discs. Should be standardized.

Sincerely yours

Richard F. Kitterman
Division of Domestic Operations
Office of Security

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   Department Newsletter

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